



City of San Diego  
Development Services  
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THE CITY OF SAN DIEGO

## Affordable Housing Requirements Checklist and Affordable/In-Fill Housing & Sustainable Buildings Expedite Program

Project Name	Assessor Parcel Number(s):
Project Address:	Project Number (for City Use Only)

This checklist is required to be completed for all residential development applications proposing 2 units or more, and requires the applicant to identify how they are satisfying the City's Inclusionary Affordable Housing requirements. The checklist also allows eligible project applicants to request processing through the Expedite Program. If the applicant has an eligible project and chooses to process through the Expedite Program, the applicant must sign the agreement in Section 4, which obligates the project to provide affordable and/or sustainable housing units. If at any time during the processing of the project the applicant amends the project to pay the in-lieu fee instead of providing the affordable units, or decides not to provide the required sustainable units, the project application will be expired, expended monies will not be refunded, and the applicant will be required to resubmit a new development permit application for standard permit processing, and that application shall be subject to all applicable fees and regulations in effect on the date the new application is deemed complete.

### Section 1 - Inclusionary Affordable Housing Requirements:

The City of San Diego's Inclusionary Affordable Housing Requirements are contained within [San Diego Municipal Code Section 142.1301](#), and require that at least 10 percent of the total dwelling units within all proposed residential development projects (of two units or more) be set aside as affordable to households with an income at or below 65 percent Area Median Income (AMI) for rental units, or at or below 100 percent AMI for for-sale units. The affordable housing units can be provided on the same site as the market-rate development, off-site within the same Community Planning Area, or off-site and outside the same Community Planning Area subject to approval of a Variance. The Inclusionary Housing Ordinance also allows the option of paying a fee in-lieu of providing the affordable housing units. Please refer to Municipal Code Section 142.1301 for more detailed information regarding these requirements.

- ☐ Please check this box if you have previously processed a discretionary permit implementing the Inclusionary Housing Requirements and/or have completed a Mandatory Preliminary Review. Please also indicate the City's project tracking system (PTS) number here: \_\_\_\_\_.

### Section 2 - Methods Available to Satisfy the Inclusionary Affordable Housing Requirements:

The Inclusionary Affordable Housing Requirements are applicable to all residential development projects of 2 units or more. There are several methods available to satisfy the Inclusionary Affordable Housing Requirements. Please check the method(s) your project will be using to satisfy the Inclusionary Affordable Housing Requirements:

- ☐ A. The project sets aside at least 10 percent of the total dwelling units on-site for households with an income at or below 65 percent AMI for rental units, or at or below 100 percent AMI for for-sale units.
- ☐ B. The project includes a proposal to construct at least 10 percent of the total dwelling units off-site, within the same community planning area, and those units are affordable to households with an income at or below 65 percent AMI for rental units, or at or below 100 percent AMI for for-sale units.
- ☐ C. The project provides affordable units (as described in B above) off-site *and* outside the same community planning area. Note: This method requires a Variance approval from the Planning Commission.
- ☐ D. The project will provide affordable housing using a combination of the following methods:  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ E. The project will pay an In-Lieu Fee pursuant to the Inclusionary Housing Ordinance - Municipal Code Section 142.1310
- ☐ F. Previously paid in-lieu fees (attach copy of paid invoice).
- ☐ G. Condominium Conversions of 20 or more units are not eligible to pay in-lieu fees, and must set aside at least 10 percent of the units for households with an income at or below 100 percent AMI.

### Section 3 - Exemptions from the Inclusionary Affordable Housing Requirements:

The following types of residential development projects are exempt from the Inclusionary Affordable Housing Requirements. Please complete the following section if your project is exempt:

Project Name	Project Number <i>(for City Use Only)</i>
<div style="margin-bottom: 10px;"> <input type="checkbox"/> A. The project has obtained a variance from the Planning Commission or waiver from the City Council in accordance with <a href="#">Municipal Code Section 142.1304 and 142.1305</a>. Please include the Project Number here _____.         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> B. Units within the project are being sold to and are affordable to households earning less than one hundred fifty percent (150%) of AMI, and have a recorded agreement with the San Diego Housing Commission assuring the provisions of Municipal Code Section 142.1303(c) have been met.         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> C. The project is subject to the North City Future Urbanizing Area inclusionary housing requirements (20 percent of the units must be affordable).         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> D. Density bonus units constructed in accordance with the provisions of the City's density bonus regulations.         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> E. The project has a Vesting Tentative Map (VTM) or a Development Agreement Deemed Complete Prior to July 3, 2003. Please provide a copy of the VTM Resolution or Development Agreement. <b>Note:</b> A Tentative Map or Development Permit, such as a Coastal Development Permit, Site Development Permit, etc., do not qualify for an exemption.         </div>	
<b>Applicant's Certification</b> - I certify that the information in Sections 1-3 is correct and accurate to the best of my knowledge. I understand that the project will be distributed for review based upon the information provided. If it is determined during project review that the information provided above is inaccurate, the processing of this application may be delayed.	
Applicant's Name (Please Print):	
Signature:	Date:
<p><b>Section 4 - Affordable/In-Fill Housing and Sustainable Buildings Expedite Program (to be completed and signed for projects eligible for and requesting service through the Program) Please see <a href="#">Information Bulletin 538</a>.</b></p> <p>If you are providing affordable housing (see Council Policy 600-27) and/or sustainable buildings (see Council Policy 900-14), the Development Services Department offers an expedited permit processing service. This expedite permit process is optional, and participation in the program requires a supplemental fee of \$500 per unit for discretionary approvals, and the express plan check fee for ministerial approvals, in addition to the required project review deposit(s) and/or plan check fees. Please refer to the fee schedules contained within <a href="#">Information Bulletins 501</a>, <a href="#">502</a>, and <a href="#">503</a> for further information regarding fees and deposits.</p> <p>If you wish to enter into this expedited permit process, your project must meet the eligibility requirements below, and your project must first be reviewed through the mandatory preliminary review process. Please identify on the checklist below how your project is eligible for this program, and sign the agreement at the bottom:</p> <div style="margin-top: 10px;"> <input type="checkbox"/> A. The project sets aside at least 10 percent of the dwelling units for households with an income at or below 65 percent AMI for rental units, or at or below 100 percent AMI for for-sale units. (See letter "H" for Condo Conversions of 20 or more units)         </div> <div style="margin-bottom: 5px;"> <input type="checkbox"/> B. The project is sponsored by and/or receives funds from the Comprehensive Affordable Housing Collaborative.         </div> <div style="margin-bottom: 5px;"> <input type="checkbox"/> C. The project is underwritten to utilize Federal, State or Local funds and result in a regulatory agreement that restricts tenancy and rents at or below 60 percent AMI.         </div> <div style="margin-bottom: 5px;"> <input type="checkbox"/> D. The project is an urban in-fill housing development project of 10 units or more within an "Urbanized" area of the City, and all units are affordable to households earning at or below 150 percent AMI.         </div> <div style="margin-bottom: 5px;"> <input type="checkbox"/> E. The project is military housing constructed by the Federal Government or through a contract with the Federal Government, for use by active military personnel and their families.         </div> <div style="margin-bottom: 5px;"> <input type="checkbox"/> F. The project meets the "sustainable buildings" definition under Council Policy 900-14.         </div> <div style="margin-bottom: 5px;"> <input type="checkbox"/> G. The project is a mixed-use development project or development project that combines residential with other land uses where at least 50 percent of the gross floor area of the entire project site is dedicated to residential dwelling units affordable as described in A, B, C and/or D, above.         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> H. The project is a Condominium Conversion of 20 or more units, and sets aside at least 20 percent of those units for households with an income at or below 100 percent AMI.         </div> <p>By my signature below, I hereby request expedited permit processing through the Affordable/In-Fill Housing and Sustainable Building Expedite Program, and agree to provide the affordable, in-fill, and/or sustainable buildings development as indicated above. I acknowledge that at any time during the processing of my project, should I revise my proposal to pay the In-Lieu fee instead of providing the affordable units, or decide not to provide the required sustainable units, 1) my project will be removed from the expedite program, 2) my application will be expired, 3) expended monies will not be refunded, and 4) I will be required to resubmit a new application and shall be subject to all applicable fees and regulations in effect on the date the new application is deemed complete.</p>	
Applicant's signature:	Applicant's printed name:
Date:	